# United States District Court Southern District of New York Office of the Clerk U.S. Courthouse 500 Pearl Street, New York, N.Y. 10007-1213

Date:

In Re:

-V-

Case #:

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Dear Litigant,

Enclosed is a copy of the judgment entered in your case.

Your attention is directed to Rule 4(a)(1) of the Federal Rules of Appellate Procedure, which requires that if you wish to appeal the judgment in your case, you must file a notice of appeal within 30 days of the date of entry of the judgment (60 days if the United States or an officer or agency of the United States is a party).

If you wish to appeal the judgment but for any reason you are unable to file your notice of appeal within the required time, you may make a motion for an extension of time in accordance with the provision of Fed. R. App. P. 4(a)(5). That rule requires you to show "excusable neglect" or "good cause" for your failure to file your notice of appeal within the time allowed. Any such motion must first be served upon the other parties and then filed with the Pro Se Office no later than 60 days from the date of entry of the judgment (90 days if the United States or an officer or agency of the United States is a party).

The enclosed Forms 1, 2 and 3 cover some common situations, and you may choose to use one of them if appropriate to your circumstances.

The Filing fee for a notice of appeal is \$5.00 and the appellate docketing fee is \$450.00 payable to the "Clerk of the Court, USDC, SDNY" by certified check, money order or cash. No personal checks are accepted.

Ruby J. Krajick, Clerk of Cour

by:

, Deputy Clerk

### **United States District Court** Southern District of New York Office of the Clerk U.S. Courthouse 500 Pearl Street, New York, N.Y. 10007-1213 NOTICE OF APPEAL -Vciv. Notice is hereby given that (party) hereby appeals to the United States Court of Appeals for the Second Circuit from the Judgment [describe it] entered in this action on the (month) (Signature) (Address) (City, State and Zip Code) Date: ( (Telephone Number)

Note: You may use this form to take an appeal provided that it is received by the office of the Clerk of the District Court within 30 days of the date on which the judgment was entered (60 days if the United States or an officer or agency of the United States is a party).

FORM 1			
United States District			
Southern District of No	ew York		
Office of the Clerk	<b>c</b>		
U.S. Courthouse			
500 Pearl Street, New York, N.	Y. 10007-1213		
X			
· · · · · · · · · · · · · · · · · · ·	TION FOR EXTENSION OF TIME		
· · · · · · · · · · · · · · · · · · ·	O FILE A NOTICE OF APPEAL		
-V-			
·	civ. ( )		
X			
Pursuant to Fed. R. App. P. 4(a)(5),	respectfu	llv	
1 410 441 10 1 10 11 1 (0)(0);	(party)	•	
requests leave to file the within notice of appeal out of time.			
and the state of t	(party) but failed to file		
desires to appeal the judgment in this action entered on	(day)	s a	
notice of appeal within the required number of days because:			
[Explain here the "excusable neglect" or "good cause" which led to	o your failure to file a notice of appeal within	the	
required number of days.]			
•			
·			
·	(Signature)		
	(Bighaure)		
	(Address)	-	
	(Address)		
·	(City, State and Zip Code)	•	
Date: (	)		
	(Telephone Number)		

Note: You may use this form, together with a copy of Form 1, if you are seeking to appeal a judgment and did not file a copy of Form 1 within the required time. If you follow this procedure, these forms must be received in the office of the Clerk of the District Court no later than 60 days of the date which the judgment was entered (90 days if the United States or an officer or agency of the United States is a party).

Distract Court will receive it within the 30 days of the date on with the United States or an officer or agency of the United States is	a party).
FORM 3	
United States District (	
Southern District of Nev	v York
Office of the Clerk	
U.S. Courthouse	
500 Pearl Street, New York, N.Y	. 10007-1213
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Control Contro	
!	A TOWNS OF A STORY OF
}	AFFIRMATION OF SERVICE
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! !	civ. ( )
·	CIV.
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I,, (	declare under penalty of perjury that I have
*)	
served a copy of the attached	
upon	
	·
whose address is:	
W12000	
Date:	
Date: New York, New York	
· · · · · · · · · · · · · · · · · · ·	(Sign street)
	(Signature)
· .	
magazinin en et	(Address)
	<u> </u>
	(City, State and Zip Code)
·	
PODM 4	
FORM 4	

APPEAL FORMS

U.S.D.C. S.D.N.Y. CM/BCF Support Unit

FORM 2

# United States District Court Southern District of New York Office of the Clerk U.S. Courthouse

	Courthouse w York, N.Y. 10007-1213
500 Feari Street, No	W 1018, 17.1. 19007-1213
	-X
-V-	NOTICE OF APPEAL AND MOTION FOR EXTENSION OF TIME
:	civ. ( )
	-X
1. Notice is hereby given that	hereby appeals to
	d Circuit from the judgment entered on  ption of the judgment]
	and in the Claudian office within the received time
	ed in the Clerk's office within the required time
(party) respect	tfully requests the court to grant an extension of time in
accordance with Fed. R. App. P. 4(a)(5).	
a. In support of this request,	states that
this Court's judgment was received on	(party) and that this form was mailed to the
court on	
(date)	
	(Signature)
	(Address)
	(City, State and Zip Code)
Date:	( )
1/aw.	(Telephone Number)
Natas Voy may use this form if you are mailing	y your notice of appeal and are not sure the Clerk of the

Note: You may use this form if you are mailing your notice of appeal and are not sure the Clerk of the